

HOME OCCUPATION GENERAL INFORMATION AND CERTIFICATION FORM

General Information

Orange County permits 2 types of home-based businesses: home occupations and home enterprises. A home occupation is the less intensive of the two, and may be permitted for properties which are in the Agricultural (A) zoning district or any residential zoning district (R-1, R-2, R-3, and R-4). They may only be conducted within the home itself. Examples of home occupations include home daycares, professional studios, pet grooming businesses, home bakeries, business offices located in the home, etc. Home occupations must adhere to a set of zoning standards, which are detailed below as well as in the certificate on the last page, in order to limit potential negative impacts that may be caused by operating a home-based business.

County Code Requirements

Orange County Code Chapter 70 – Zoning, Sec 70-1. Definitions:

Home occupation means any occupation conducted within a dwelling unit, in which all of the following conditions are met:

1. The business owner resides on the premises.
2. No more than one (1) non-family employee works on-site at a time.
3. Retail sales conducted on the premises are not the primary purpose or function of the business.
4. Total vehicle trips per day will generally not exceed ten (10).
5. All parking will be situated on the interior of the property and not along any public road or property line.
6. Any mechanical equipment that produces sound levels in excess of fifty (50) decibels, such as air compressors and air guns, will be confined to interior use.
7. Except for one (1) sign, there is no evidence during non-business hours that would indicate from the exterior that the building is used for non-residential purposes.
8. If there is more than one (1) home occupation on a single parcel, the numerical limitations listed above in lines 2, 4, and 7 will apply cumulatively, i.e.: a total of one (1) nonfamily employee and one (1) sign for all home occupations combined.
9. The following uses are specifically prohibited from permitted home occupations:
 - a. Vehicle or equipment rental.
 - b. Camps and campgrounds.
 - c. Adult-oriented businesses.
 - d. Veterinary services (not including pet grooming).
 - e. Animal rescues/kennels.
 - f. Recreational uses.
 - g. Medical offices.
 - h. Junkyards.
 - i. Salvage operations.
 - j. Convenience stores.

Getting Started

A zoning permit is not needed to operate a home occupation, nor is any sort of local business license required. The County does however offer a certification form for those that would like documentation that their home business is permissible under the County's zoning laws (this is strongly recommended). There is no fee for this certification.

To receive a signed certification form, a home occupation operator should submit the following information:

- Name, location, and general overview of the business, including: number of employees, hours of operation, where the business will be conducted on the property, where customers (if any) will park, the anticipated frequency of customer/delivery visits to the business, where materials associated with the business will be stored, and other similar information.
- Types of mechanical equipment to be used, if any, and where it will be housed.
- The extent of any new construction or remodeling to take place.
- Proof of proper business registration with the Virginia Department of Taxation (see <https://www.tax.virginia.gov/register-business-virginia>) or the IRS if Virginia Department of Taxation registration is not required for the particular business.
- A completed, signed home occupation certification form.

This information can either be emailed to zoning@orangecountyva.gov or mailed/hand-delivered to the department via the address at the top of this page. A Planning & Zoning Services staff member will review the submitted information to ensure it meets applicable requirements and, if so, the Zoning Administrator will sign the certification form and return it to the business owner. A signed form provides a type of proof, if needed by the business, that the home occupation is permissible under the County's zoning laws.

Site improvements such as renovations, additions, new construction, and new utility connections associated with the home occupation will likely require permits. Additionally, if a portion of a home, which is otherwise originally intended for residential use, is converted to commercial use for the business, permits are also likely required. A home occupation operator can contact the Planning & Zoning Services office for more information, or a staff member can guide the owner on what permits are needed when the certification materials are submitted.

HOME OCCUPATION CERTIFICATION**Resident / Business Owner:** _____**Address:** _____ **Tax Parcel #:** _____**Phone:** _____ **Email:** _____**Business Name / Use:** _____

At the request of the above-named, this document confirms that the home occupation named and described above complies with the Orange County Zoning Ordinance, pursuant to meeting the following:

1. The resident / business owner must reside on the premises, with no more than 1 non-family employee being permitted to work on-site during business hours. The business must be conducted completely within the home.
2. Except for 1 sign (permitted separately), there is no evidence during non-business hours that the property is used for any type of activity not typically found in rural areas.
3. The operation shall not generate excessive traffic (i.e. exceeding 10 vehicle trips per day), and all parking related to the business shall be on the interior of the property.
4. Retail sales conducted on the premises shall constitute only a minor part of the business.
5. All mechanical equipment operating at 50+ decibels shall be confined to interior use.
6. The business is not one of the following unpermitted categories: vehicle/equipment rentals; camps/campgrounds; adult-oriented activities; veterinary services (not including pet grooming); animal rescues/kennels; recreational uses (as defined in the Ordinance); medical offices; junkyards; salvage operations; or convenience-type stores.
7. The resident / business owner must obtain any other required permits or approvals before the home enterprise may commence.
8. Additional requirements/notes:

I, the below-signed, hereby represent that the above address is my legal residence and that I will comply with the above standards for home occupations. I understand that failure to meet these standards may result in this certification becoming void and my home occupation being deemed out of compliance with County regulations.

Signature / Date

Print Name

Zoning Administrator / Date